



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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A MEETING OF THE LIPHOOK MILLENNIUM CENTRE MANAGEMENT COMMITTEE TOOK PLACE AT 8PM IN THE HASKELL CENTRE, MIDHURST ROAD, LIPHOOK, ON THURSDAY 13 JANUARY 2005

MINUTES

PRESENT WERE: Mr B Hope (Chairman), Dr J Tough, (Parish Councillors), Mrs F Groves, Mrs E Kamm, Ms J Marr, Mr N Marr, Mr D Murray (Co-opted Members). One member of the press and one member of the public were present for part of the meeting.

01/05 CHAIRMAN'S ANNOUNCEMENTS

None.

02/05 APOLOGIES FOR ABSENCE

Cllr S Coyte, Cllr F Dawkins, Cllr J Walters, Mr R Merriman.

03/05 MINUTES OF THE MEETING – 16 DECEMBER 2004

Resolution: The minutes were agreed and signed as being a true record.

04/05 MATTERS ARISING FROM THE MINUTES – 16 DECEMBER 2004

None.

05/05 DECLARATIONS OF INTEREST

The Chairman read out the declaration.

06/05 ADJOURNMENT FOR PUBLIC QUESTIONS

The meeting was adjourned and re-convened.

07/05 COMMUNITY CHEST GRANTS

The Chairman adjourned the meeting to allow Mrs Lewis to address the Committee and for members to ask questions. Copies of the original letter concerning the grant was circulated to members.

In answer to a question from Mr Marr, Mrs Lewis said she hoped that the classes would be run in Liphook for local people; that was her intention. She said there was a need for such training in the village, specifically for the over 60's and the less able, and those with learning difficulties. It was intended to reach a section of the community such as people in care homes, people living on their own, all of whom needed social activity. Activities would be geared at fall prevention and keeping people moving with an emphasis on having fun. Mrs Lewis said she had worked for a number of years with people in care homes and people who were severely demented and in residential homes, and had seen the benefits that accrued.

The Chairman re-convened the meeting. He proposed a grant of £125 be given to Mrs Lewis as a contribution to her training based on a precedent previously set for a similar application. The grant would be returnable if the course was not completed. A vote was taken.

Decision: Mrs Lewis was granted £125 from the Community Chest, subject to completing the course. **Clerk**

08/05 REPORTS

Financial Report. The Chairman referred to the report; it was confirmed that the catering contract payments for January had not been included.

Events/Marketing Group Report. No report.

Disco Sub-Committee Report. Mrs Groves, on behalf of Cllr Tough, reported on the arrangements for the Battle of the Bands. The event would probably take place on a single date, Saturday 20 February, subject to the number of bands that would participate. Seven bands were expected, and confirmation of numbers was due by 21 January. The staging and sound equipment had been obtained, the lighting was in hand. Further information would be sent to the bands, including the timings, and a parental authority form. Tickets would be £4 on the door and £3.50 with flyers. Flyers would be sent to all the bands which could be photocopied and distributed by them. There would be hand stamping on the door, support staff had been organised, and volunteers from the Committee would be welcomed. The bar arrangements, which would include the sale of alcohol with identification would be discussed with Mrs Williams. Publicity and the liaison with the police would be dealt with from the Parish Office. £200 of funding was required which would be covered by the tickets.

The Chairman thanked Mrs Groves for her succinct and comprehensive report. Ticketing, numbers attending, publicity, and sponsors were discussed.

Heritage Centre Working Party Report. No report.

Administration & Maintenance Report. The Clerk reported that:

LMH Floor. Granwood had quoted £3000 for refurbishing the floor. The Clerk advised that quotes should be obtained from other companies. The use of the Maintenance Fund to cover the cost was briefly discussed.

Tsunami Concert. The Clerk said that a request had been made to run a band concert in the LMH to raise money for the Tsunami Appeal. The Clerk suggested that the Committee might be minded to provide the LMH free of charge as this would be good way of the Council providing support to the Appeal without making a direct donation which was not permitted by Local Authorities. The Clerk said the exact details were not known. The propriety of the gesture was briefly discussed. The Chairman proposed that the LMH should be used free of charge for the event. A vote was taken.

Digital Projector Presentation. The Clerk informed the Committee that the company did not arrive to give the presentation, and had offered their apologies. The Clerk said that the Committee might be minded to send an appropriate letter to the company. The matter was discussed including using an alternative company, the tendering process, and viewing the equipment in another location, and the options.

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| <u>Decisions:</u> | The Clerk was to obtain further quotes for the refurbishment of the LMH floor. | Clerk |
| | The LMH was to be provided free of charge for a concert in aid of the Tsunami Appeal | Clerk |
| | The Clerk was to write to the Digital Projector company asking them to provide a presentation at 8.00 pm when the LMH was free. | Clerk |

09/05 VOLUNTEERS

The Chairman referred to the report that had been circulated and said that he would ask for the recommendations to be accepted and invited comments. The Chairman said that the staff had been pushed to the limit to find volunteers, and unless something was done pressure was being put on a small number of volunteers who might decline to volunteer in the future. Bookings were increasing and unless something was done members of staff might be lost. Cost could be covered as had been suggested, and this would not be unreasonable and could come into effect probably from the start of the financial year. There would be benefit to the LMH of doing that, there would be accountability, and it could be flexible.

Mr Marr said he would only be in favour of paying volunteers if it was linked to increasing the prices and should be voted on as such. The Chairman said that would have to happen anyway and would be reasonable. The Chairman confirmed that there would be both paid

and unpaid volunteers and volunteers had the option of taking a payment or not. The matter was briefly discussed; The Chairman and Clerk explained that the charges would apply if the volunteer was paid or not because the figures were based on the average annual requirement. Votes were taken over the payment of volunteers and the increase of hire charges to cover the costs.

Decision: The following actions were to be taken:

Clerk

A group of 6 paid volunteers are to recruited locally to provide Friday evening and weekend cover at the LMH should an unpaid volunteer be unavailable.

Paid volunteers should receive a payment of £5 per hour on a self employed casual basis. LMH Hire charges should be increased by 6% overall, or weekend charges and rates should be increased to provide an average increase of £5 per hour to cover the costs of the paid volunteers.

The administrative requirements were to be dealt with by the Clerk.

10/05 EXCLUSION OF MEMBERS OF THE PUBLIC/PRESS

The Motion: “This Council resolves to exclude members of the public and the press in order to discuss confidential matters and those classified as exempt under Section 100A of the Local Government Act 1972.”

Minutes of the LMCMC (Exempt Session) of 16 December 2004.
Review of Contracts – Age Concern Liphook, Catering.

The Chairman proposed the motion, seconded by Mrs Groves. A vote was taken.

Resolution: Agreed

ITEMS CLASSIFIED AS EXEMPT

11/5 MINUTES OF THE EXEMPT SESSION – 16 DECEMBER 2004

Resolution: The minutes were agreed and signed as being a true record.

12/5 MATTERS ARISING FROM EXEMPT SESSION - 16 DECEMBER 2004

42/4E. 33/4E - Security Proposal ADP. The Clerk reported on his meeting with ADP on 12 January; Cllr Coyte had been unable to attend at the last moment. The Clerk reported on the advice given by ADP and this was discussed. The Clerk reported that an estimate was being prepared and would be presented to the committee.

40/4E - Dixieland Food. Noted that no report had been received from Cllr Dawkins.

13/5 REVIEW OF CONTRACTS/AGREEMENTS

Age Concern Liphook (ACL).

Payments, ACL responsibilities, and security matters were discussed.

Decisions: The Clerk was to discuss the financial matters with ACL and report back to the Committee.

Clerk

Catering.

Licensing, payments, and equipment provision were discussed.

Decisions: The Clerk was to discuss the licensing aspects with Mrs Williams.

Clerk

CONCLUSION - This concluded the business of the meeting at 9.00 pm.

Confirmed at the meeting held on 17 February 2005

Signed

Chairman